

**Subject:** Re: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

**From:** Lorena Parker

**Date:** 05/22/2017 05:12 PM

**To:** "Adams-Lopez, Theresa" <TAdams-Lopez@portla.org>

I have a luncheon and I'm in the middle of a project that I won't finish tonight. Early afternoon ok?

Lorena Parker

*Executive Director*

*San Pedro Property Owners' Alliance*

**San Pedro Historic Waterfront**

**Business Improvement District**

390 W. 7th Street | San Pedro, CA 90731

T [310.832.2183](tel:310.832.2183) | F [310.832.0685](tel:310.832.0685)

[Lparker@sanpedrobid.com](mailto:Lparker@sanpedrobid.com)

[www.sanpedrobid.com](http://www.sanpedrobid.com)

On Mon, May 22, 2017 at 5:04 PM, Adams-Lopez, Theresa <[TAdams-Lopez@portla.org](mailto:TAdams-Lopez@portla.org)> wrote:

Ok, thanks- are you available tomorrow?

**From:** Lorena Parker [mailto:[Lparker@sanpedrobid.com](mailto:Lparker@sanpedrobid.com)]

**Sent:** Monday, May 22, 2017 5:04 PM

**To:** Adams-Lopez, Theresa

**Subject:** Re: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

I still need a notary.

Lorena Parker

*Executive Director*

*San Pedro Property Owners' Alliance*

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On Mon, May 22, 2017 at 4:36 PM, Adams-Lopez, Theresa <[TAdams-Lopez@portla.org](mailto:TAdams-Lopez@portla.org)> wrote:

Hi -

Was this taken care of or do you still need the notary?

Thanks!

~Theresa

**From:** Lorena Parker [mailto:[Lparker@sanpedrobid.com](mailto:Lparker@sanpedrobid.com)]

**Sent:** Friday, May 19, 2017 12:43 PM

**To:** Adams-Lopez, Theresa

**Subject:** Fwd: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Theresa,

This form that Risk Management wants me to fill out requires a notarized signature.

Can you help me make arrangements to do that?

Thank you.

Lorena Parker

*Executive Director*

*San Pedro Property Owners' Alliance*

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----- Forwarded message -----

From: **Bautista, Jessica** <[JBautista@portla.org](mailto:JBautista@portla.org)>

Date: Fri, May 19, 2017 at 10:47 AM

Subject: FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

To: Lorena Parker <[Lparker@sanpedrobid.com](mailto:Lparker@sanpedrobid.com)>

Hi Lorena,

I'm still missing information from you on the contract description form. The status of each firm needs to be checked off. Because we are also adding a Subconsultant to this agreement, I will need for you to fill out the affidavit again and have it notarized.

Jessica Bautista

Management Analyst II

Community Relations

Port of Los Angeles | 425 S. Palos Verdes Street | San Pedro, CA 90731

[\(310\) 732-3680](tel:(310)732-3680) | [jbautista@portla.org](mailto:jbautista@portla.org)

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**From:** Eldridge, Susana

**Sent:** Friday, May 19, 2017 10:30 AM

**To:** Bautista, Jessica  
**Cc:** DeLaTorre, Denise; Carey, Tricia  
**Subject:** RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Hello Jessica,

The attached forms need to be completed in order for another firm to be added. Please have the prime complete the affidavit and get it notarized. Also, the status of each firm needs to be included on the Consultant Description Form, SBE, VSBE, Etc.

Thanks,

Susana

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**From:** Bautista, Jessica  
**Sent:** Monday, May 15, 2017 8:32 AM  
**To:** DeLaTorre, Denise  
**Cc:** Carey, Tricia; Eldridge, Susana  
**Subject:** RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

I believe we only need to have the insurance updated for the new agreement E6899. E6889 is closed and all invoices have been paid to that agreement as of January 2017.

Jessica

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**From:** DeLaTorre, Denise  
**Sent:** Monday, May 15, 2017 8:01 AM  
**To:** Bautista, Jessica  
**Cc:** Carey, Tricia; Eldridge, Susana  
**Subject:** RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Hi Jessica,

Please have your client or your clients Broker send me the certificate email received from Track4LA and I will review/approve for compliance.

Thank you, Denise

**Denise De La Torre**

Port of Los Angeles,

Risk Management

[\(310\) 732-3995](tel:3107323995)

[ddelatorre@portla.org](mailto:ddelatorre@portla.org)

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**From:** Bautista, Jessica  
**Sent:** Friday, May 12, 2017 4:29 PM  
**To:** Eldridge, Susana <[SEldridge@portla.org](mailto:SEldridge@portla.org)>  
**Cc:** DeLaTorre, Denise <[DDeLaTorre@portla.org](mailto:DDeLaTorre@portla.org)>; Carey, Tricia <[TCAREY@portla.org](mailto:TCAREY@portla.org)>  
**Subject:** RE: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Lorena is my contact. I've sent her an email stating that I can't process her invoice until the insurance has been updated. Please let me know when it is in Track4LA.

## Jessica

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**From:** Eldridge, Susana  
**Sent:** Friday, May 12, 2017 9:16 AM  
**To:** Bautista, Jessica  
**Cc:** DeLaTorre, Denise; Carey, Tricia  
**Subject:** FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Hi Jessica,

Will you have your contact at San Pedro Property Owners Alliance submit their current insurance on Track4LA please?

Thank you,

Susana

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**From:** Bautista, Jessica  
**Sent:** Tuesday, May 09, 2017 1:10 PM  
**To:** Eldridge, Susana  
**Subject:** FW: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

This was the last email I received on insurance.

## Jessica

**From:** Lorena Parker [<mailto:lparker@sanpedrobid.com>]  
**Sent:** Monday, May 08, 2017 1:46 PM  
**To:** DeLaTorre, Denise  
**Cc:** Bautista, Jessica  
**Subject:** Re: CURRENT INSURANCE: SAN PEDRO PROPERTY OWNERS ALLIANCE - AGREEMENTS E6889 AND E6899

Good afternoon,

Here is our certificate of insurance. I will call the carrier now to have them upload it to Track4LA.

Best regards,

Lorena Parker

*Executive Director*

*San Pedro Property Owners' Alliance*

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On Mon, May 8, 2017 at 1:30 PM, DeLaTorre, Denise <[DDeLaTorre@portla.org](mailto:DDeLaTorre@portla.org)> wrote:

Good Afternoon,

Current insurance for the above subject agreements are as follows:

General Liability	10/03/2017	105612
Auto Liability	None in Track4LA required \$5,000,000	Non-compliant
Workers' Compensation	11/14/2017	627534
Professional Liability	08/24/2017	105612

Please ask your client to have their Broker submit required insurance to Track4LA.

Thank You, Denise

**Denise De La Torre**

Port of Los Angeles,

Risk Management

[\(310\) 732-3995](tel:310.732.3995)

[ddelatorre@portla.org](mailto:ddelatorre@portla.org)

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